



STATE  
OF  
GEORGIA

# Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

PAGE  
1

1. Application Date July 28, 1972		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received SEP 11 1972 Application No. 242 Date Completed SEP 18 1972							
2. Agency Application No. 10		3. AGENCY, Division, Subdivision & Administering Office Address Georgia Department of Agriculture Division of Entomology		4. Person to Contact John Ridley		5. Working Title Asst. Director		6. Tel. No. 3641			
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.											
8. Inclusive Dates July 1 - June 30 1969 - 1972		9. EXACT SERIES TITLE Certified Sweet Potato Growers Inspection File									
10. What function performed resulted in creation of this series The Entomology Division works to eradicate and control agricultural pests and to protect home owners and farmers in purchasing plants. Inspection and reporting is a vital regulatory function of the Division in which the SWEETPOTATO INSPECTIONS serve as a tool toward this end.											
11. DESCRIPTION OF SERIES - Include Form No. & Form Title, if any Documents relating to the growing of certified sweet potato plants. Included are: Growers Affidavit and Order Blank, Application for Sweet Potato Inspection, Sweet Potato Field Inspection Report, Sweet Potato Storage and Inspection Report. The file is arranged alphabetically by county and thereafter alphabetically by grower.											
12. EQUIPMENT OCCUPIED		No. of Drawers		Cu. Ft. of Records		ANNUAL RATE OF ACCUMULATION		No. of Drawers		Cu. Ft. of Records	
Letter-size File Drawers		1		1		FLOOR SPACE OCCUPIED (Square Feet)		In Office(s)		In Storage Area(s)	
Legal-size File Drawers						By Annual Accumulation		This Year's		Last Year's	
						AVERAGE DAILY REFERENCES		WHLY		Monthly -	

**QUESTIONNAIRE** Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ YES ☐ NO
14. Is there a duplication of this series in another office or agency? ☐ YES ☒ NO
15. Is the information contained in this series ever summarized or published? ☒ YES ☐ NO  
Production & activities summarized in the division's annual report to the Commissioner
16. Does the series contain classified information requiring security handling? ☐ YES ☒ NO
17. Does the series document policies and procedures of agency's operation or function? ☐ YES ☒ NO
18. Could the function be performed if the files were lost or destroyed? ☐ YES ☒ NO
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ YES ☒ NO
20. Does the record series provide data as input to an EDP file? ☐ YES ☒ NO
21. Does the record series contain documentation produced as EDP printout? ☐ YES ☒ NO
22. Is the series affected by Federal or grant funds? ☒ YES ☐ NO
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ YES ☒ NO

24. REQUIREMENTS. The following requires the files to be kept 1 years:

- a. ☐ STATE LAW    b. ☐ STATUTE OF LIMITATION    c. ☐ AUDIT PERIOD    d. ☐ FEDERAL LAW    e. ☒ ADMINISTRATIVE DECISION    f. ☐ HISTORICAL VALUE  
(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - ☐ CALENDAR YEAR - ☒ FISCAL YEAR - ☐ OTHER, then:

A. ☐ Destroy immediately after cut off.

B. ☒ Hold in current files area        month(s) / 1 year(s), then:

1. ☒ Destroy.

2. ☐ Transfer to records center; hold        year(s), then:

a. ☐ Destroy.

b. ☐ Transfer historical material to Archives; destroy remainder.

3. ☐ Destroy after audit (or        year(s) after audit).

☐ Hold in current files area indefinitely.

D. ☐ Hold in current files area        year(s), then transfer to Archives permanently.

E. ☐ Other

(Indicate briefly rationale for recommendations above/or write additional remarks):

**(ATTACH SAMPLES OF THE SERIES WHEN POSSIBLE)**

26. Inventory taken by <u>John D. Kelly</u>	Recommendations prepared by <u>John D. Kelly</u>	Approved for Division Date <u>7/5/72</u>	Records Management Officer Date <u>EDS</u>
Recommendations in Paragraph 25 are:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<u>Ellis D. Sikes</u>	<u>8-18-72</u>
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<u>William M. Dixon</u>	<u>9-11-72</u>
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<u>Connel Hart</u>	<u>9-8-72</u>
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<u>John H. Steed</u>	<u>9-11-72</u>